

**DODGE COUNTY
HEALTH FACILITIES COMMITTEE MEETING
198 COUNTY DF
JUNEAU, WI 53039
MAY 6, 2014**

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 8:00 a.m. with the following members present:

2. **ROLL CALL:**

Larry Bischoff
Jeff Duchac
John Fabisch
Tom Schaefer

ABSENT: Lisa Derr

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Chairman; Jane E. Hooper, Clearview Administrator; Lori Kurutz, Director of Support Services; Heather Ninmann, IID Household Specialist; Lindsay Kirchoff, Assisted Living Supervisor; Anthony Marchese, Director of Finance; and Jill Soldner, Administrative Secretary.

3. **ELECTION OF OFFICERS:**

Chair: Nomination by Schaefer to elect Bischoff as Chair; seconded by Duchac. Motion by Schaefer to close nominations and elect Bischoff as Chair; seconded by Fabisch. Motion carried.

Vice Chair: Nomination by Schaefer to elect Duchac as Vice Chair; seconded by Fabisch. Motion by Schaefer to close nominations and elect Duchac as Vice Chair; seconded by Fabisch. Motion carried.

Secretary: Nomination by Duchac to elect Schaefer as Secretary; seconded by Fabisch. Motion by Duchac to close nominations and elect Schaefer as Secretary; seconded by Fabisch. Motion carried.

4. **SET ROUTINE MEETING DATE AND TIME:** The Health Facilities Committee will meet on the first Wednesday of the month at 8:15 a.m. at Clearview, 198 County DF, Juneau.
5. **APPROVAL OF MINUTES OF APRIL 9, 2014 MEETING:** Motion made by Fabisch to approve the April 9, 2014 Minutes; seconded by Duchac. Motion carried.
6. **APPROVAL DEVIATING FROM THE AGENDA:** Motion made by Duchac to deviate from the Agenda if required; seconded by Fabisch. Motion carried.
7. **PUBLIC COMMENT:** None to report.
8. **COMMITTEE MEMBER REPORTS:** None to report.

9. **INVOLUNTARY DISCHARGES:** No discharges to report.

10. **CENSUS REPORTS:**

CBIC:	25 of 30 with 3 referrals
Clearview North:	133 of 140 with 1 in the hospital and 3 referrals
Clearview Behavioral Health 1/2:	19 of 20 with 2 referrals
ICF-IID (formerly FDD):	44 of 46 with 1 possible admission Wednesday
Trailview	4 of 4
Clearview Community Group Home:	4 of 4
Northview Heights (CBRF):	8 of 20 with 3 referrals

11. **ADMINISTRATOR'S REPORT:**

- **Consideration of Resolution to Dodge County Board of Supervisors to Adopt Corporate Compliance Plan and Appointment of Compliance Officer:** Motion by Schaefer; seconded by Fabisch to approve and forward to the County Board for consideration at its May 20, 2014, meeting, a Resolution to adopt the Clearview Compliance Program, including the Clearview Compliance Plan and the Clearview Code of Conduct and the requirements and recommendations contained therein.
- **Consideration of Resolution to Dodge County Board of Supervisors for Admissions Coordinator Position:** Motion by Duchac; seconded by Schaefer to approve and forward to the County Board for consideration at its May 20, 2014, meeting, a Resolution to create one new, benefited, full-time position of *Admissions Coordinator* at Clearview, effective on or about July 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator
- **Invitation to Dementia Standards Workgroup:** Administrator Hooper was invited to attend the State of Wisconsin, Department of Health Services - Dementia Standards Workgroup on May 29. This group will meet with Department of Health Services staff and UW-Oshkosh - Center for Career Development Group to develop dementia standards with input from both Department of Health Services staff and their partners and make recommendations for the Wisconsin Dementia Standards. Individuals from this group will have the opportunity to participate in an on-going advisory group primarily interacting through e-mail.
- **Clearview Plan for Statewide Dementia Redesign:** Administrator Hooper discussed the statewide dementia draft redesign. Possible ideas are a meeting with personnel from Dodge County Human Services, the City of Juneau Police, and Clearview, to train the community to be aware of changes in behavior and have a crisis intervention team on call, before something happens.
- **Clearview Information Technology (IT) Project Update (Kronos):** An update was given on the Kronos project from the Clearview team regarding time clock changes with the new system.
- **Fire Drill:** Administrator Hooper updated the Committee on a fire drill, which was not planned, with the Juneau Fire Department on April 29, 2014.

- **Open House: May 17, 2014:** Clearview will participate in the county-wide open house on May 17 and will have information regarding the Music and Memory Program. Staff members from Financial Services, Human Resources, Social Services, and Northview Heights (CBRF) will be available to speak with visitors.
 - **Allowance for Doubtful Accounts:** After discussion with the county auditors, it was decided that an adjusting entry to the Allowance for Doubtful Accounts should be made for 2013 in the amount of \$64,397. This allowance will be reviewed on an annual basis and adjusted based on history and future projections.
 - **Approval of Friends of Clearview Expenditures:** Motion by Fabisch to approve the requested expenditures in the amount of \$8,462.15; seconded by Duchac. Motion carried.
 - **Remembrance Garden:** Administrator Hooper presented the Committee with a draft brochure regarding a memorial walkway in conjunction with Friends of Clearview. Sample bricks and brochures/order forms will be available at the county-wide open house on May 17.
12. **SET NEXT MEETING DATE: Wednesday, June 4, 2014, at 8:15 a.m.** in the Gathering Room on the first floor of Northview Heights, located at 199 County DF, Juneau, Wisconsin.
13. **ADJOURN:** There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Schaefer. Meeting adjourned at 9:50 a.m.

Dated this 4th day of June, 2014.

Respectfully submitted,


Thomas Schaefer, Secretary